

## **GUIDELINES GOVERNING ACTIVE PARTICIPATION OF FEDERAL EMPLOYEES ON NDMS RESPONSE TEAMS**

### **REFERENCES**

Executive Order 10450  
Federal Response Plan, Public Law 93-288, as amended, April 1992  
Federal Personnel Manual 316-8  
Commissioned Corps Preventive Medicine Pamphlet No. 46, February 1997  
Operating Manual-Qualification Standards for General Schedule Positions, August 1995

### **PURPOSE**

To provide general guidelines for employees of other Federal departments and agencies (Office of Civilian Personnel, Department of Defense, Department of Transportation, etc.), who may have a desire to enroll in the National Disaster Medical System (NDMS). Enrollment of Federal employees for NDMS teams such as the Disaster Medical Assistance Team (DMAT), Disaster Mortuary Operational Response Team (DMORT), Veterinary Medical Assistance Team (VMAT), National Medical Response Team (NMRT) and Urban Search and Rescue (USAR) medical component specialty teams are on a restricted basis.

### **LEGAL AUTHORITY**

NDMS is organized under existing Federal authorities, directives, and executive

mandates. NDMS participating Federal departments and agencies have independent authorities that mandate or permit their participation in providing emergency and humanitarian assistance. Each Federal department or agency will direct and control its own program resources while participating in the NDMS in accordance with the stated mission of the agency and its legislative authorities.

### **GENERAL**

Federal employees may enroll on an NDMS response team (DMAT, DMORT, VMAT, NMRT and USAR medical component), providing the employee has coordinated and received his/her agency's approval. In addition, the employee's agency must assume the administrative responsibility of processing personnel actions classified as "detail and/or temporary duty assignment (TDY)." Federal employees may be on "detail" for up to 30 days in an emergency situation. The agency is responsible for the team member's regular salary. Overtime costs associated with a compensated NDMS activation must be initially processed by the team member's agency, and NDMS will reimburse the agency. The team member's agency Administrative Officer must contact the Office of Emergency

Preparedness (OEP) Financial Management Officer for reimbursement.

### PROCEDURE

To participate on an NDMS response team, all Federal employees must:

1. Obtain prior approval from their Federal agency and immediate supervisor to participate on a local NDMS response team. Participation on a response team must be accomplished in accordance with applicable Personnel Policies and Regulations. It is the employee's responsibility to obtain their agency's approval and comply with the rules of the employing Federal agency.
2. Meet the following physical functional standards:
  - a. The applicant should be physically and mentally able to safely perform the usual acts of daily living without requiring direct assistance of another individual or elaborate mechanical devices.
  - b. The applicant must be capable of independently traveling safely to and from a duty station by private or public transportation.
  - c. The applicant must be capable of traveling on official business without assistance using public transportation.
  - d. The applicant should not be severely limited in musculoskeletal mobility or exercise tolerance regardless of the physical requirements of the projected assignment. Ordinary physical activity should not cause undue fatigue, shortness of breath, pronounced muscular weakness, or pain, which is severe or ominous.
  - e. The applicant must not require

medication or medical devices to be able to perform his/her duties unless the following criteria are substantially met:

- (1) After an adequate period of observation, medication or device adequately controls the underlying medical problem.
- (2) The applicant has demonstrated and continues to demonstrate responsibility in taking the medication or maintaining the device, if applicable.
- (3) Frequent medical attention requiring limitation in geographical assignments is not necessary.
- (4) The duties of the applicant's category and specialty are not such that failure to take the medication, the side effects of the medication, or failure of the mechanical device would likely have effects which would occur without adequate warning and could endanger the lives of co-workers or the public.
- f. For all pregnancies, a current evaluation from a physician stating expected date of delivery, no previous history of complicated pregnancies, and no complications to date, will be required. In addition, a statement from the physician that there is no restriction in the types of duties or the geographic location of the assignment is also required.
- g. The applicant must be capable of being assigned or reassigned as necessary to meet the needs of NDMS. The applicant must not have an acute, progressive, or recurrent disease or disability

which will or may require frequent or prolonged periods of absence from duties, or which will substantially restrict the types of duties he/she may be assigned or the geographic location of his/her assignment. This applies even though the employee may be functional at the time the determination is made. Such illnesses include malignancies, progressive neurological or muscular disease, certain psychiatric or endocrine conditions, etc.

3. Maintain a current and unrestricted license, certification, or registration in the appropriate specialty, and/or line position he or she is applying for on a response team. For example, if applying for an Emergency Trauma Registered Nurse position on a disaster team, an applicant must present the following documents:
  - a. Current and valid **license** as a Registered Nurse (RN).
  - b. Current **certification** in Basic Cardiac Life Support (BCLS) for neonate, child, adolescent and adult.
  - c. Current **certification** in Advance Cardiac Life Support (ACLS).
  - d. Current **certification** in Pediatric Advance Life Support (PALS).
4. If approved by NDMS for a response team position, the Federal employee must negotiate a "detail/TDY" with his or her agency to participate in NDMS training exercises, and agency approval to serve NDMS during emergencies or special events under the appropriate personnel activity.
5. Submit a current SF171, OF612 or resume.
6. Complete the NDMS Member Information form and the Supplemental NDMS Information for Federal Employees on Disaster Teams form.
7. Complete the Volunteer Agreement, revised 10/2000.
8. The NDMS Credentials Verification form must be completed by the team Administrative Officer for members enrolling in a position that requires a license. A copy of the license should accompany the NDMS Credentials Verification form.

## QUESTIONS

For further information and questions concerning dual employment with another Federal Agency, please contact your agency's Personnel Management Division. If there are questions for enrollment in NDMS or reimbursement of overtime, please contact the NDMS Branch at 1-800-USA-NDMS.